

app. file OPM-1

NOTICE NO.  
LN 42-120-5

Document No.	<del>36</del> 36
No Change in Class	<input checked="" type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed To:	TS S C
Auth.:	HR 70-2
Date:	25 OCT 1978
By:	27

LN 42-120-5  
CORRESPONDENCE  
13 February 1956

SUBJECT: Papers Submitted to the DCI, DDCI, and the DD/S

25X1A

- REFERENCES: (a) [REDACTED] Chapter V, "Correspondence Handbook"
- (b) [REDACTED] Staff Studies"
- (c) LN 42-120-4, dated 3 January 1956
- (d) Memorandum from the Executive Assistant to the Director, dated 6 February 1956

1. In addition to the provisions of References (a), (b) and (c), and in accordance with Reference (d), the following instructions apply to all memoranda and staff studies submitted to the DCI, the DDCI, and the DD/S:

a. All memoranda or staff studies submitted to the DCI, the DDCI, and the DD/S will open with a sentence similar to one of the three below and appropriate to the memorandum in question.

- (1) "This memorandum is for information only. Particular reference is made to paragraphs \_\_\_\_\_."
- (2) "This memorandum suggests action on the part of the DCI (or the DDCI or DD/S). Such requested action is contained in paragraph \_\_\_\_\_."
- (3) "This memorandum contains a recommendation submitted for DCI (or the DDCI or DD/S) approval. Such recommendation is contained in paragraph \_\_\_\_\_."

2. LN 42-120-4 contains an example of correspondence submitted to the DCI, showing concurrences of the DD/S and subordinate officials. In cases of correspondence going outside the Agency and prepared for signature of the DCI (or DDCI or DD/S), appropriate concurrences will appear on the file copies. (See page 56, [REDACTED])

25X1A

FOR THE DIRECTOR OF LOGISTICS:

For [REDACTED]  
Chief, Administrative Staff, OL

25X1A9a

25X1A9a

OL/AS/R&S: [REDACTED]:mel